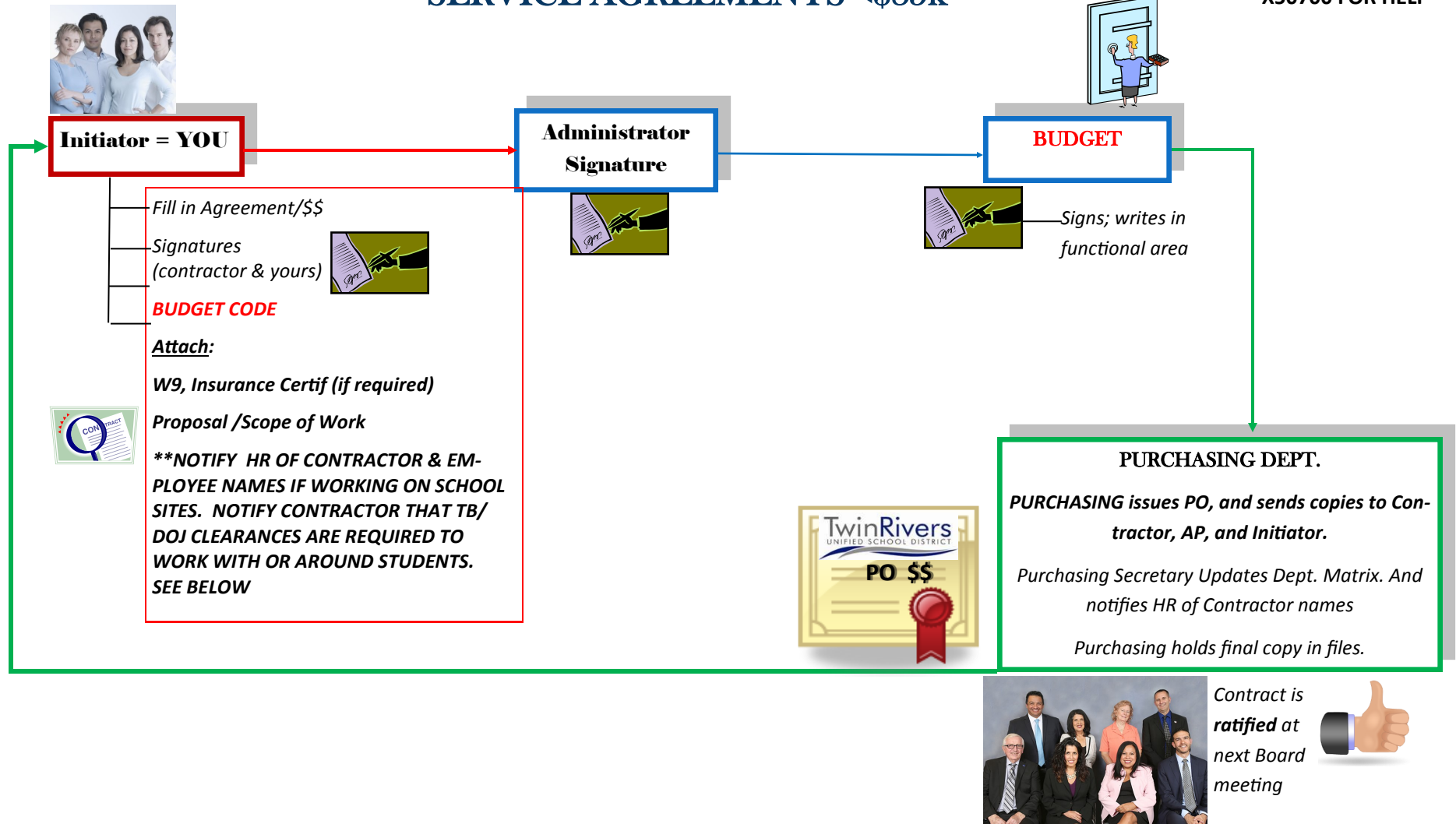


# CONTRACT APPROVAL PROCESS

## SERVICE AGREEMENTS <\$35k

CALL CONTRACTS DEPT. AT X50700 FOR HELP



**\*\*IMPORTANT—TO ENSURE COMPLIANCE WITH CA ED. CODE SEC. 45125.1 ALL CONTRACTORS & THEIR EMPLOYEES MUST BE FINGERPRINTED TO WORK ON SCHOOL SITES OR WITH STUDENTS. IN COMPLIANCE WITH CA HEALTH & SAFETY CODE 121525, TB CLEARANCE IS SIMILARLY REQUIRED. EVIDENCE OF CLEARANCES MUST BE FURNISHED BEFORE BEGINNING WORK ON SCHOOL SITES AND BEFORE ANY CONTRACTOR INVOICES WILL BE PAID.**